

Concordia University

COUNCIL OF THE FACULTY OF ARTS AND SCIENCE

Minutes of the meeting held on Friday, March 4, 1988

- Present: C. Bertrand, Chair; Bill Spanos;
R. Martin; D. Dicks; F. Shlosser; J. Appleby;
M. Anvari; J. Gavin; R. Cronin, s.j.; H. McQueen;
R. Pallen; D. Brown; D. Murphy; W. Knitter; L. Van Toch;
G. Auchinachie; M. Barlow; K. Mukherji;
G. Decarie; M. Giguère (for J. Locke); W. Byers;
J. Doyle (for J. McGraw); S. Dubas, s.j.; D. Salee;
T. Arbuckle-Maag; M. Oppenheim; J. Drysdale; G. Newsham;
W. Hooper; J. Ryan; G. Trudel; H. Shulman; D. Shapiro;
C. Davis; M. Verthuy; R. Seppanenn; K. Johnston;
D. White; C. Buttner; S. O'Hara; R. Orr; M. Clarke;
A. Macpherson.
- Regrets: P. Albert; G. Valaskakis; J. Locke; C. Barton; G. Szamosi
- Absent: F. Mueller; R. Kilgour; L. Crysler; D. Jean;
K. Adler; J. Bardis; J. King; S. Kugan; A. Madsen;
L-J. Regimbal; S. Maguire; L. Piovesan; M. Valihora.
- Guests: B. Goodman, Student Representative, Lonergan College
1. Call to Order
The meeting was called to order at 1:38 p.m.
 2. Approval of Agenda
- 88-3-1 It was moved and seconded (Oppenheim/Barlow) to approve the agenda. Carried.
3. Approval of Minutes of February 5, 1988
- 88-3-2 It was moved and seconded (Pallen/Trudel) to approve the Minutes of February 5, 1988.
The minutes were approved with corrections.
Vote: Carried.

A member questioned whether it was desirable to include in the Minutes motions which are withdrawn or not seconded. It was suggested that such motions be omitted from the minutes. The Chair consented.

It was proposed that names of speakers be attached to statements made during Faculty Council discussions rather than using the passive form alone.

The Dean replied that the move away from identification of statements follows the format used by Senate.

It was recommended that this matter be discussed further at the next Faculty Council Steering Committee meeting to decide on the format that is to be used for ASFC minutes.

4. Chairperson's Remarks

The Chair responded to two questions raised at the last Faculty Council meeting:

1) With regard to the change of the refund policy for international students withdrawing from courses, it was confirmed that the same refund policy applies to all students (including international students). The Executive Assistant to the Vice-Rector Services advised the Office of the Dean that tuition refund policies must be approved by the Board of Governors. At a recent Rector and Vice-Rector's meeting it was decided not to bring back to the Board the refund policy issue until the completion of the full academic/fiscal cycle. However, the matter will be brought to the Board again after June 1988.

2) With regard to the change in requirements for students receiving scholarship awards, it was confirmed (following discussions with R. Coté, Financial Aid) that this change had only affected the University Entrance Scholarship programme which is renewed for two subsequent years. Students had to meet originally two (2) requirements:

a) academic achievement (B+ average and b) a 30-credit course load during the Fall/Winter academic year.

In the 1986-87 Winter Term, the University Scholarship and Awards Committee changed these requirements to:

a) an A- average and b) a 30 credit course load during the Summer/Fall/Winter academic year. Students were notified that the change would take effect in Spring 1988, giving them one year's notice.

However, in the 1987-88 Fall Term, the University Scholarships and Awards Committee reviewed the new requirements and changed them to: a) a B+ average and b) a 30-credit course load over the Summer/Fall/Winter academic year.

Any students who entered under the "B+ average" requirement continue to meet the same requirement. In a case where the change in requirement affected a student's eligibility, the Financial Aid Office is prepared to review individual requests.

5. Questions and Announcements

1) It was stated that the quantification of the GPA results in an uneven distribution of scholarships among the University's students. In some faculties students receive the majority of scholarships owing to high GPAs; it was suggested that Council consider recommending that scholarships be distributed by Faculty. The Chair suggested that this concern be presented as a motion to the Steering Committee for consideration.

2) Questions were raised regarding examinations being given during the last week of classes.

In response the Dean replied that:

- the Vice Rector Academic had notified all faculty members regarding the final examination regulations.

- the Office of the Dean could retrieve from previous Faculty Council minutes a list of courses (primarily lab courses) in which exams can be given the last week of classes.

- unless a course has changed, the procedure for obtaining permission to give an exam during the last week of classes did not have to be followed every year.

As to the steps a student should take if an instructor is giving an exam during the last week of class, rather than during the formal examination period, the Dean suggested that the student should first speak to the Chairperson of the Department and that should be the end of the issue. Both Council and Senate have voted specifically to forbid examinations during the final week of classes. If the matter gets to the level of the Dean, a letter of reprimand could be placed on record.

Make-up classes are considered to be part of the final week of classes, and therefore are not to be used for final examinations.

3) In response to a request regarding the handing out of appointment cards for early registration prior to the end of classes (at which time pre-requisite courses have not been completed), for courses to be taken in the following year, the Dean asked that this item be forwarded for discussion at the next Chairperson's meeting.

4) With respect to the motion of setting a 2.0 GPA for minimum acceptable standing at Concordia University a member asked whether the rules and procedures connected to this new requirement have been established.

Vice-Dean Dicks confirmed that the Curriculum Committee will have a draft for the consideration of Council at its April meeting.

5) In response to a call for comment on a CUFA report of discrepancies in salary scales among the four faculties, the Dean replied that he was not aware of the CUFA article. If sent to him, he might be prepared to comment at the next Faculty Council meeting.

6. Part-Time Representation on Advisory Search Committees

It was moved and seconded (Oppenheim/Pallen) to remove from the table the following item and forward for discussion (DOCUMENT ASFC 88-3M-A):

88-3-3

Part-Time Representation on Advisory Search Committees

Motion 1

To ensure that all individuals teaching in a department can express their views on selection of Chairpersons, Advisory Search Committees for Department Chairperson are required to send a written request for these views to all instructors of the department, full-time and part-time.

Motion 2

If any department, by majority vote of the department meeting, requests representation of its part-time instructors on its Advisory Search Committee for Chairperson, one seat will be added to the Search Committee, that seat to be occupied by a part-time instructor elected by and from the part-time instructors of the department.

Note: For purposes of these motions, "part-time instructor" shall refer to any person holding a part-time teaching contract for the term in which departmental membership on the committee is named, excluding any person who already has representation on

the Search Committee by virtue of belonging to another group, e.g., graduate students.

It was moved and seconded (Arbuckle-Maag/O'Hara) to present Motion 1. It was pointed out that Council should be aware of the ramifications of the mechanisms that come into play when written requests are sent out, (e.g. giving the other party the right to respond).

The Dean replied that in the Faculty of Arts & Science the tradition has been to solicit written briefs not on persons, but on the department or College.

It was suggested that an extension of this principle be considered, this extension being that Council consider a ratification procedure once the Advisory Search Committee has completed its task. At some universities a ratification ballot is held at the departmental level for chairperson and at the entire faculty level for a Dean, etc... when a name is recommended by the Search Committee.

Under such a procedure, if the person is not ratified by general vote then the Search Committee has to start the search again.

Vote (on Motion 1): Carried.
(in favour 29, opposed 1, abstentions 2)

It was moved and seconded (Arbuckle-Maag/Macpherson) to present Motion 2.

It was commented that a structural error is being repeated by stating that the part-time representative is to be elected by and from the part-time instructors of the department. This does not apply to full-time instructors as FT faculty are elected by a variety of constituencies.

Prof. Arbuckle-Maag replied that in the case of Advisory Search Committees for chairpersons FT faculty is indeed elected by and from FT faculty only.

Dean Bertrand added that if in some departments full-time faculty representation to the Advisory Search Committee are not elected by and from full-time faculty, such a situation should be rectified.

A member of the CUPFA executive stated that this motion falls far behind what CUPFA has been working towards; part-timers find it objectionable that this motion leaves decisions regarding part-timers totally at the discretion of the full-time faculty.

Prof. Arbuckle-Maag clarified that this motion was not in response to an initiative of CUPFA. Members of departments agreed that it would be meaningful to have a part-time representative on the Advisory Search Committee.

It was also mentioned that this motion went too far in recognizing departmental autonomy. The fate of part-timers should not be determined by full-time faculty. The issue of part-timers as a social issue should be addressed first.

Further objection to the motion was made on the basis that Council is not willing to make it a principle that part-timers should have the right, where sufficient numbers warrant it, to choose a chairperson.

In response to a question whether chairpersons would be obliged to follow the proposed procedure, the Dean stated that the normal course to set up a Search Committee is that the Dean alerts the Chairperson of the need for an Advisory Search Committee; included in the Dean's instructions can be the expectation that the chairs will address the issue of a part-time representative.

88-3-4

It was moved and seconded (Arbuckle-Maag/Pallen) that the following procedural motion be attached to Motion 2:

"The Council requests the Dean to ensure that the issue of Part-Time Representation on Advisory Search Committees for Chairpersons be raised at departmental meetings."

Vote (on Motion 2): Carried.
(in favour 17, opposed 10, abstentions 10)

Vote (on procedural motion): Carried.

7. Part-time Faculty Members on Senate

The Chair asked for consideration of the Draft Resolution of the Senate Steering Committee (document ASFC 88-3M-B2).

88-3-5

It was moved and seconded (Pallen/Trudel) that Faculty Council accept the recommendation of the Arts & Science Faculty Council Steering Committee to inform Senate that Council prefers the following change in wording of Section 1, paragraph (k) (Document ASFC 88-3M-B1):

(k) Nine (9) faculty members from the Faculty of Arts and Science, of whom one must be a part-time faculty member, and two others may be part-time faculty members.

TO BE AMENDED AS FOLLOWS:

- (k) Nine (9) faculty members from the Faculty of Arts and Science, one of whom may be a part-time Faculty member.

It was argued that the above change in wording be recommended as it should be the decision of Council, not Senate, whether the Faculty of Arts and Science may or must appoint a part-time faculty member to the Senate Steering Committee.

Prof. Arbuckle-Maag confirmed that the recommended wording is consistent with a resolution adopted by Council in April 1987 which states:

- (1) that one of the nine Arts and Science positions on Senate be reserved for a part-time faculty member, this member to be appointed by following the same procedures as are used in the case of full-time faculty appointments to Senate;
- (2) that if, for any reason, there is no candidate from the part-time faculty at the time appointments are regularly made, the position will be filled by a full-time faculty member;
- (3) that, as is the case with all Senate terms, the term of the part-time faculty member will be for three years, after which time this policy will be re-evaluated.

The Chair added that the April 1987 resolution was adopted for two (2) reasons:

- (1) one position was felt to be sufficient assurance for obtaining feedback from the part-time faculty representative;
- (2) fears were expressed that part-time faculty representatives would find the burden of being in the Senate Steering Committee too heavy.

Furthermore, Faculty Council had endorsed and sent to Senate a proposal which stated that Council believed in part-time representation to Senate. As this proposal was lost by Senate, Council decided to reserve one of the nine seats for a part-time representative. The Chair agreed to verify the date on which the proposal was sent to Senate.

In response to a concern regarding the length of the appointment of the part-time representative, it was confirmed that the seat was reserved for a three year term. However, this seat may be filled by various persons if Council so chooses. It does not have to be the same person for the full duration of three years.

It was noted that the phrase "one of whom may" allows Council to have an additional part-time faculty member added at a future time, if Council so wishes.

Vote (on the proposed amendment): Carried

8. Ad Hoc Committee for Academic Planning and Priorities

The Dean stated that the Faculty of Arts and Science requires a two year plan to be ready in November 1988.

Rather than debate the issue of Academic Planning and Priorities in Council, the Steering Committee proposed the following document ASFC 88-3M-C):

AD HOC COMMITTEE FOR ACADEMIC PLANNING
AND PRIORITIES IN THE FACULTY OF
ARTS AND SCIENCE

The Arts and Science Faculty Council Steering Committee proposes that:

- 1) An Ad Hoc Committee for Academic Planning and Priorities be established in the Faculty of Arts and Science.
- 2) The Ad Hoc Committee for Academic Planning and Priorities be chaired by the Vice-Dean, Academic Planning.
- 3) The Ad Hoc Committee for Academic Planning and Priorities be composed of five (5) Full-time faculty members, two (2) undergraduate students and one (1) graduate student to be elected by the Arts and Science Faculty Council.
- 4) The Mandate of the Ad Hoc Committee for Academic Planning and Priorities will be to review the departmental submissions, and to prepare a document for Council which recommends planning priorities for the Faculty of Arts and

Science for the 1989-90 and 1990-91 academic years.

- 5) The Committee will present a preliminary report to Faculty Council at the September 1988 meeting, and a final report at the October 1988 meeting.

88-3-6

It was moved and seconded (Drysdale/Arbuckle-Maag) that the above be adopted by Council.

The Ad Hoc Committee is to provide recommendations regarding Academic Planning and Priorities in the Faculty in a preliminary report in September 1988.

Concern was expressed (Drysdale) on point 4 (the Mandate of the Committee). The focus of the proposed mandate is limited to the review of departmental submissions. There are other elements that should be considered (such as centralized advising, part-time faculty concerns, general education, student issues) that may not appear in departmental submissions. These issues should not be lost.

88-3-7

It was moved and seconded (Drysdale/Ryan) to amend point 4 as follows:

- 4) The Mandate of the Ad Hoc Committee for Academic Planning and Priorities will be to review the submissions from departments, colleges and other units, programmes, and individual members of the Faculty, and to prepare a document for Council which recommends planning priorities for the Faculty of Arts and Science for the 1989-90 and 1990-91 academic years.

The Chair ruled that the amendment stated the original intention and was accepted as a reformulation of the main motion.

One member suggested that the Ad Hoc Committee devise a questionnaire to be sent to departments in which the departments would state their conception of their relationship to the Faculty.

It was questioned where this document on academic planning and priorities would lead to, as similar discussions on planning took place last year.

The Dean responded that this document would provide a general synthesis of Faculty issues/priorities (i.e. should the Faculty put a hold on developing new programmes

or develop new programmes, should the faculty invest resources into the advising issue). The Committee is needed to come up with Faculty priorities which will be determined from departmental and other submissions.

It was stated that the Committee should indeed provide a synthesis for Council's consideration, but not be given the authority of assigning priorities.

It was pointed out that part-time faculty participation was excluded from the composition of the committee. Part-timers should be able to contribute. In response, it was stated that this was an omission on the part of the Steering Committee; however, a better alternative to the whole Ad Hoc Committee might be a committee of the Dean and Vice-Deans who have an overall picture of the Faculty.

It was added that part-timers were not considered because the Committee was to be kept as small as possible; this was not done to exclude part-timers. Another concern was the question of whether it is possible to aggregate a priority system from below; it may be better to leave such responsibilities with the Dean's area. This point was not agreed upon. It was stated that the responsibility should not rest solely with the Administration.

This was followed by a comment that ultimately the Deans will act upon the report that will be put forth by the Ad Hoc Committee, and as there is no focus at this time the Ad Hoc Committee seems to be the appropriate place to start.

**Vote (on the proposed motion) Carried.
(in favour 14, opposed 10, abstentions 7)**

The adoption of the Ad Hoc Committee served as a notice of election for the next ASFC meeting; nominations to be forwarded to the Office of the Dean.

9. Humanities Graduate Studies Committee

J. Drysdale spoke on behalf of J. Barakett, Ph.D. Programme Director. He raised the issue of a change in the way members to the Humanities Graduate Studies Committee are appointed and pointed out that Recommendation 8 of the BGS Appraisals Subcommittee #2 report (see document ASFC 88-3M-D) would change past practice of Council election of committee members.

8-3-8

It was moved and seconded (Drysdale/Davis) to adopt the first sentence of Recommendation 8:

The members of the Humanities Committee should be selected by the Dean of Arts and Science upon the recommendation of the Program Director.

Vote: Carried.

10. Department of Mathematics - Change of Name

88-3-9

It was moved and seconded (Malik/Byers) that Council approve the change of name of the Department of Mathematics to that of Department of Mathematics and Statistics.

It was stated (Malik) that the new name would be consistent with similar departments at other universities. The change in name would be cosmetic and at the present time does not imply changes in the department.

Vote: Carried.

11.
88-3-10

Council unanimously ratified the appointment of Prof. R. Seppanen as Acting Director of the University Writing Test and member on the UWT - Subcommittee, replacing Dr. H. Hill.

12. Restriction on credits first year students entering the Faculty of Arts and Science should be allowed to take outside the Faculty.

88-3-11

It was moved and seconded (Dicks/Trudel) that Council adopt the following motion:

That in their first 30 credits, all students in Arts and Science undergraduate programmes will be allowed to register in no more than 6 credits in other Faculties.

Vice-Dean Dicks explained that the objective of this motion was to control entry into courses that students are not permitted to take as well as to limit the number of credits first year students take outside the Faculty. This is a slight change, and a similar situation already exists in the Faculty of Commerce which does not permit first year students to take more than 6 credits per term outside their Faculty. The proposed limit in credits would apply to both full-time and part-time students. Objection was raised to the number of credits. A 12 credit limit was suggested (Macpherson) as a more reasonable limit, as is the case in Commerce. Concern was

also expressed (Byers) with regard to students who combine programmes and (Maag) with regard to students in legitimate Minor programmes outside the Faculty of Arts and Science.

- 88-3-12 It was moved and seconded (Drysdale/Dubas) to amend the proposed motion by adding the following phrase:

";other than those courses prescribed in concentration and minor programmes"

One member inquired whether the above amendment would provide proper control over which courses students would be permitted to take.

In response to a question as to what exactly the motion would accomplish, The Dean clarified that the thrust of the motion was to solve the problem of having too many students in the Faculty who wish they were not, and to control the number of credits they can take outside.

After more indeterminate debate the Chair suggested that the motion be reviewed once more, and that it be tabled until the next ASFC meeting.

- 88-3-13 It was moved and seconded (Orr/Oppenheim) to table the above motion until the next ASFC meeting.

13. Other Business

The Dean was asked whether Council could have a report from Mr. Mate on the results of user driven budgets of library.

The Dean responded that he would raise the issue with Mr. Mate and report to Council.

14. Next Meeting

Friday, April 8, 1988, at 1:30 p.m. in AD-131, Loyola Campus.

15. Adjournment

- 88-3-14 It was moved and seconded (Oppenheim/Barlow) that: the meeting be adjourned at 4:12 p.m.

Vote: Carried.

Documents distributed at this meeting:

ASFC 99-3M-A	Part-Time Representation on Advisory Search Committee
ASFC 88-3M-B1	The Arts and Science Faculty Council Steering Committee proposes the following amendment to the attached "Draft Resolution of the Senate Steering Committee
ASFC 88-3M-B2	Draft Resolution of the Senate Steering Committee
ASFC 88-3M-C	Ad Hoc Committee for Academic Planning and Priorities in the Faculty of Arts and Science
ASFC 88-3M-D	Extract from the Final Report of the BGS Appraisals Subcommittee #2
ASFC 88-3M-E	Proposal change of name from Department of Mathematics to "Department of Mathematics and Statistics"
ASFC 88-3M-F	Restriction on credits first year students entering the Faculty of Arts and Science should be allowed to take outside the Faculty.